

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE (EEOAC)

April 14, 2004

Prepared by: Judy Yee
Approval Date: May12, 2004

Members Present

Teresa Medeiros
Nimal Diunugala
Joe Guerrero
Charles Ross
Debbie Sanchez
Judy Yee

Gayle Yost, EEO Officer/Consultant

Guests Present

Cindy Francisco
Sue Pinto

Members Absent

Tony Dickerson
Merrin Bueto
Russell Grace
Ivonne Guzman-Cicero

The meeting was called to order at 9:35 a.m. It was held via video conference between the Cal/EPA Headquarters Building Conference Room 620 located in Sacramento and ARB El Monte offices, Conference Room 106, in Annex 2.

APPROVAL OF PREVIOUS MINUTES

The committee approved the March 10, 2004 meeting minutes with minor corrections.

The committee discussed including titles of guests identified in future meeting minutes. Although the EEOAC web page is accessible to the public, members noted that ARB staff is the primary audience for EEOAC meeting minutes and that, in general, titles of Cal/EPA and ARB guests are unnecessary.

EQUAL EMPLOYMENT OPPORTUNITY REPORT

Per the State Personnel Board Annual Workforce Analysis, ARB has reached parity for all categories except persons with disabilities. ASL Number 04-04, Communication with Persons with Disabilities, will be available. This ASL will provide language to include in public meeting notices and public documents to ensure that ARB programs, activities, and services are accessible to persons with disabilities. The EEO Program Plan is being updated. Cindy Francisco is working with Sue Pinto to ensure that the complete EEO Program Plan will be on ARB's website and easily accessible.

DISABILITY ADVISORY COMMITTEE REPORT

The Agency DAC March meeting was cancelled and the next meeting is scheduled for May 19, 2004.

CONTINUING (OLD) BUSINESS

EEOAC Handbook Revision

Discussion on the EEOAC Handbook was deferred at the request of Joe Guerrero until Merrin Bueto can be present.

NEW BUSINESS/OPEN FORUM

EEOAC Web Tour

Sue Pinto conducted an online tour of the EEOAC web pages and search features. Committee members suggested links to add or delete to make it easier to access EEOAC web pages. The committee discussed how to set up links to the Discrimination Complaint Process while making it clear that the process is not a responsibility of the committee. Sue Pinto and Cindy Francisco will work together to implement the suggestions.

ADJOURN

Teresa Medeiros, the Vice-Chairperson, adjourned the meeting at 11:15 a.m.